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Box 3 of 6

17 May 1956

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MEMORANDUM FOR: Project Finance Officer

SUBJECT : Preparation of Travel Vouchers by the Communications Office for [redacted]

REF ID: A6202 Dated 12 May 1956

1. It is regrettable that an exchange of memoranda becomes necessary because of a relatively trivial matter. However, a reply to the referenced memorandum seems indicated to resolve some misunderstanding.

2. The travel vouchers in question were prepared in the field by the subject employee and forwarded through the established Project Administrative channels. The undersigned did not see these vouchers until after they had been signed off by the Project Director for Administration and submitted to your office. It therefore appears more appropriate for the referenced memorandum to have been directed to the Administrative Office from where proper action could have been initiated.

3. This office is willing to do everything possible to relieve the existing heavy burden in the Finance Office. It is desired that all communications personnel not under the direct Administrative jurisdiction of a command such as Watertown or Detachment 1 will channel all travel vouchers to this office to insure that vouchers are presented to your office in proper form. However, this desire is contingent upon acquisition of the services of a Clerk-Typist for this office, a requirement which has been critical for some time.

4. The conditions of large volume of clerical work and lack of clerical help currently prevent this office from undertaking any further workload of this nature. The attached travel vouchers for [redacted] have been prepared to avoid hardship to these individuals, but, until clerical help is made available travel vouchers will not be processed by this office and any legitimate complaint regarding travel vouchers should be referred to the Administrative Office or the individuals concerned.

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Orig - Forward w/attm

2 - Director of Administration
3 - Admin Chrome
4 - Comm Chrome
5 - Comm P-1
6 - Comm P-1

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